



Regulatory Licensing and Permitting System (RLPS) Restaurant Renewal Process

RLPS Restaurant License Renewal Process: Content

- Citizen Access Renewal Process
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Renewal Process Timeline
 - Instructions to complete a Renewal Application
 - Assumes user has a previously created RLPS account.
 - Assumes user has an active RLPS license, not just a paper-license, that is nearing its expiration.

PLEASE NOTE: If you have never created a RLPS application for a license and it has always been paper-based, follow the first year RLPS renewal instructions listed as TABC First Year License Certificate Renewal Guide at tn.gov/abc/rlps/rlps-tutorials.html.

RLPS Restaurant License Renewal Process

- Renewal Process Timeline

75 Days from Expiration:

An agent will conduct an on-premise inspection anytime between 75 and 45 Days from the license expiration date.

45 Days from Expiration:

Once the License reaches 45 Days from expiration, licensee will be able to access the Renew Application Button in their RLPS account.

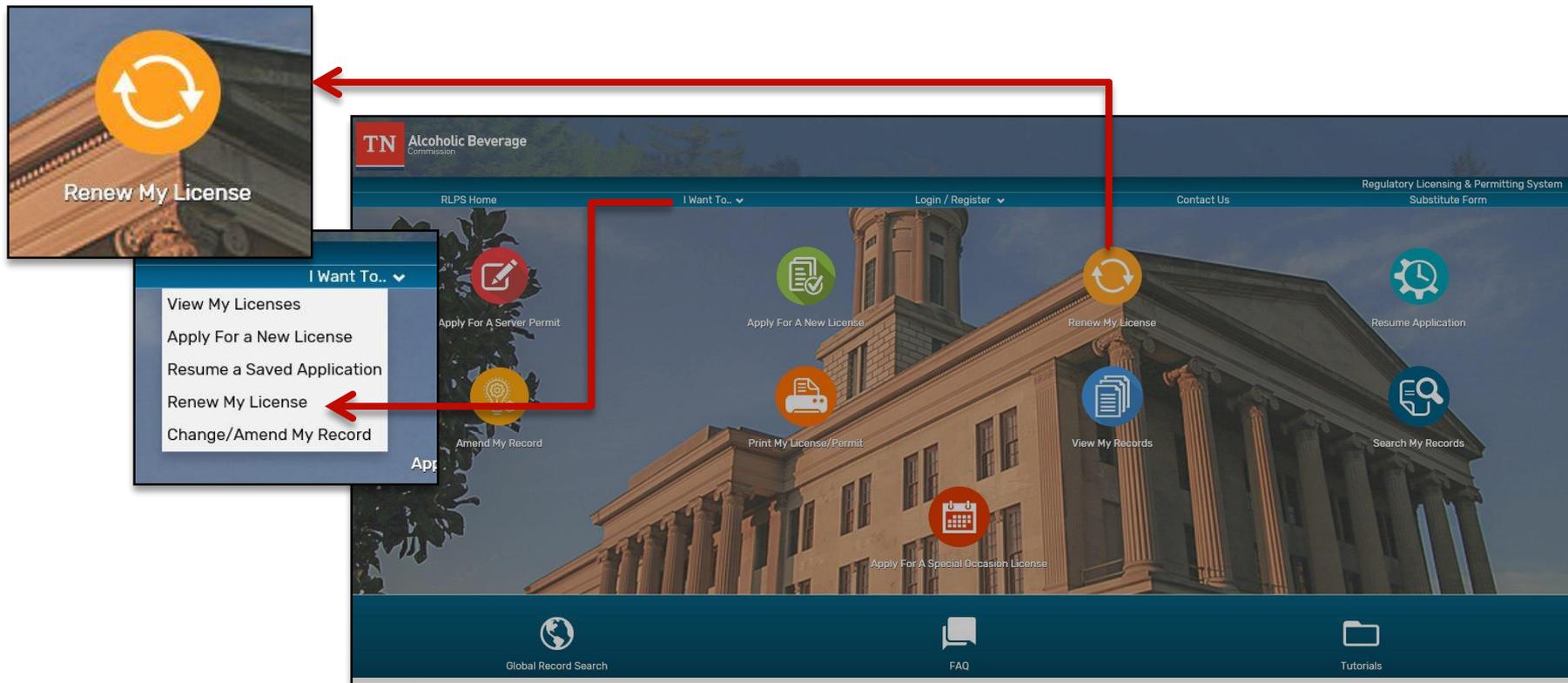
Date of Expiration:

If you have not started the renewal process by this date, please contact the TABC Office for further instructions.



RLPS Restaurant License Renewal Process

- To begin, locate and **click on the Renew My License button** on the home screen or use the “I Want To…” option from the navigation bar.



RLPS Restaurant License Renewal Process

- Next, **log into your RLPS account**

[Home](#) Licenses

 **Notice:**
This feature requires registration and/or login, please login to continue.

E-mail: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

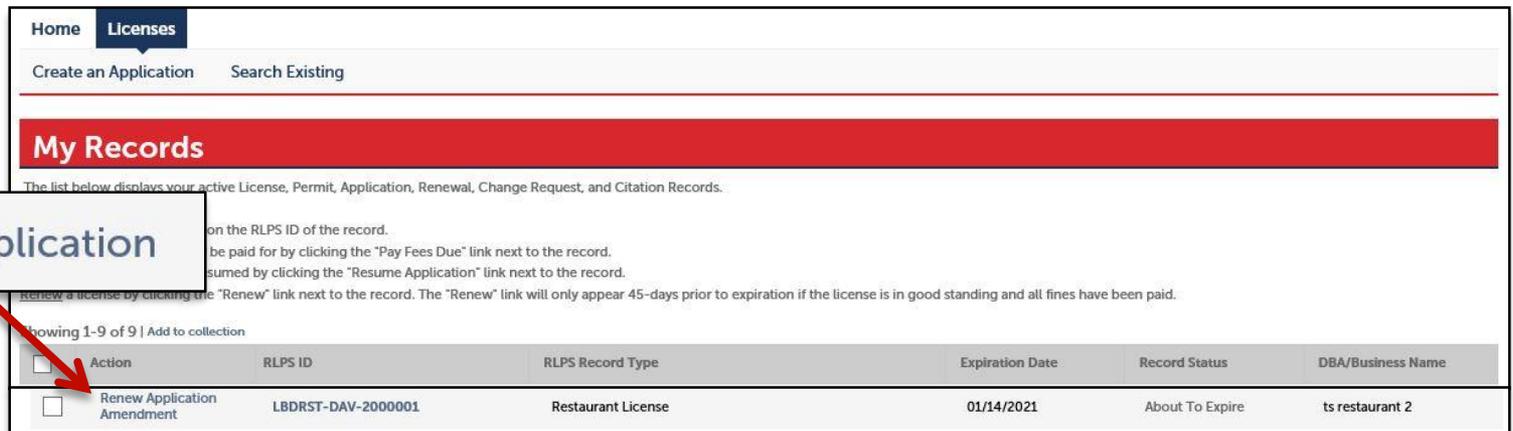
New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

RLPS Restaurant License Renewal Process

- Once logged in, you will be taken to a list of records in “About to Expire” status.
- **Click the “Renew Application: Button**
 - After submitting the renewal application, this button will no longer be available, however the license will remain in this filtered list until the renewal process is complete.



The screenshot shows the 'Licenses' section of the RLPS portal. At the top, there are navigation links for 'Home' and 'Licenses', and buttons for 'Create an Application' and 'Search Existing'. Below this is a red header for 'My Records'. A callout box labeled 'Renew Application' points to a checkbox in the 'Action' column of a table. The table has columns for 'Action', 'RLPS ID', 'RLPS Record Type', 'Expiration Date', 'Record Status', and 'DBA/Business Name'. The first row in the table shows a record with RLPS ID 'LDRST-DAV-2000001', Record Type 'Restaurant License', Expiration Date '01/14/2021', Record Status 'About To Expire', and DBA/Business Name 'ts restaurant 2'.

Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/>	LDRST-DAV-2000001	Restaurant License	01/14/2021	About To Expire	ts restaurant 2



RLPS Restaurant License Renewal Process

- *Step 1: Contacts & Addresses*
 - This information cannot be edited.
 - Review the Business Address and Contacts pages
 - **Click “Continue Application”**

***If the Business Address or any contacts need to be modified, please submit a **Change Request Amendment** before continuing your renewal process.**

The image shows two overlapping screenshots of the RLPS Restaurant License Renewal Process. The top screenshot displays the 'Business Address' page, which includes a progress bar with six steps: 1. Contacts and Addresses, 2. Additional Information, 3. Documents, 4. Review, 5. Pay Fees, and 6. The 'Business Address' page contains a form with fields for Building Number (300), Unit Type, Unit No., Country (United States), City (NASHVILLE), and County (DAVIDSON). A 'Save and resume later' button is visible at the bottom left. The bottom screenshot displays the 'Contact List' page, which includes a progress bar with the same six steps. The 'Contact List' page contains a table with three columns: Action, Full Name, Legal Business Name, and Contact Type. The table lists three contacts: 'tamryn smith' (Business Owner-Individual), 'Tom Miller' (Individual), and 'is restaurant' (Business Information). A 'Continue Application »' button is highlighted with a red arrow pointing to it. A 'Save and resume later' button is also visible at the bottom left of this page.

Action	Full Name	Legal Business Name	Contact Type
Edit		is restaurant	Business Information
Edit	tamryn smith		Business Owner-Individual
Edit	Tom Miller		Individual



RLPS Restaurant License Renewal Process

- *Step 2: Additional Information*
 - Complete all Renewal Information questions & acknowledgments.
 - **Click “Continue Application”**

*You may also click “Save and Resume Later” as needed. This will create a temporary application record for you to return to.

Home Licenses

Create an Application Search Existing

Restaurant Renewal

1 Contacts and Addresses 2 Additional Information 3 Documents

Step 2: Additional Information > Additional Information

Renewal Information

RESTAURANT INFO

* Does the applicant have the Deed/Lease of Deed/Lease Expiration

* Please acknowledge a week:

* Please acknowledge business conducted otherwise exempted by

* Please acknowledge sleeping accommodat

* Please acknowledge prepare, cook and ser

* Please acknowledge sanitary kitchen, with with seating capacity exempted by regulati

* Please acknowledge Health Inspection com Master Company ID n

SEATING INFO

* Number of seats at bar.: 10

* Number of seats indoors at tables.: 60

* Number of seats outdoors on patio.: 30

ADDITIONAL INFORMATION

ADDITIONAL RENEWAL QUESTIONS

* Since your last application, has there been any change of business name or ownership percentage? yes no

* Since your last application, has any owners U.S. citizenship or immigration status changed? yes no

If yes, please provide details in the space below:

yes check no check

* Since your last application, has any owner been convicted of any criminal offense? yes no

If yes, please provide the name of the owner, date, place, offense, and disposition for each contact:

yes check no check

* Since your last application, has any owner or employee of any owner acquired any kind of alcohol, other drug or addicti, in any business licensed to sell, manufacture, or distribute alcoholic beverages? yes no

If yes, please provide the details in the space below:

yes check no check

* Is this an application for a retail package store, retail food store, or wholesale liquor? yes no

Since your last application, has any owner become a holder of a public office or public employment? yes no

If yes, please provide details in the space below:

yes check no check

* Is this an application for a retail package store, retail food store, or wholesale liquor? yes no

Since your last application, has any owner become a law enforcement official or any other official who operates or supervises law enforcement officials? yes no

If yes, please provide the details in the space below:

yes check no check

Save and Resume Later Continue Application »

Save and resume later

Continue Application »



RLPS Restaurant License Renewal Process

- *Step 3: Documents*
 - Click the “Add” button
 - Upload a copy of your newest health inspection & any other documents that may have changed since your last application.
 - Save the uploaded documents then click “Continue Application”

The image displays two screenshots of the RLPS Restaurant License Renewal Process. The left screenshot shows the 'Step 3: Documents > Documents' page. The page has a progress bar at the top with steps: 1. Contacts and Address, 2. Additional Information, 3. Documents (highlighted), 4. Review, 5. Pay Fees, and 6. The main content area is titled 'Attachment' and includes instructions to upload documents. A table below shows 'Required Documents: Copy of Health Inspection' with columns for Action, Name, Type, Size, and Latest Update. An 'Add' button is highlighted with a red arrow pointing to it. A 'Save and resume later' button is at the bottom.

The right screenshot shows the same page after a successful upload. A green message box at the top states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' The table below now shows one document: 'test.jpg' of type 'Copy of Health Inspection', size '221.10 KB', and latest update '05/11/2020'. A 'Continue Application >>' button is highlighted with a red arrow pointing to it. A 'Save and resume later' button is also present at the bottom.



RLPS Restaurant License Renewal Process

- *Step 4: Acknowledgment*
 - Read the acknowledgement statement and **click the checkbox**
 - **Click “Continue Application”**

The screenshot shows a multi-step application process. The top navigation bar includes steps 1 through 7, with step 4 'Acknowledgment' highlighted in yellow. Below the navigation bar, the page title is 'Step 4: Acknowledgment > Acknowledgment'. A link to Tennessee Alcoholic Beverage Commission rules and regulations is provided: <https://publications.tnsofiles.com/rules/0100/0100.htm>. A note indicates that an asterisk (*) denotes a required field. The main content area is titled 'Acknowledgment' and contains a section for 'TABC RULE ACKNOWLEDGMENT'. A red arrow points to a checkbox next to the text: '*By submitting this application, the applicant/licensee agrees to review and comply with all laws and Tennessee Alcoholic Beverage Commission rules and regulations governing the sale and consumption of alcoholic beverages.' Below this, there is a 'Save and resume later' button and a 'Continue Application »' button. A callout box with a white background and a black border highlights the 'Continue Application »' button, with a red arrow pointing from the callout to the button on the page.

*A link to TABC rules and regulations has been added to the application process just under the Acknowledgment page title.

RLPS Restaurant License Renewal Process

- *Step 5: Review*
 - Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
 - After selecting the checkbox, please **click “Continue Application”**.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 05/31/2019

Save and resume later

Continue Application »

RLPS Restaurant License Renewal Process

- *Step 6: Pay Fees*
 - **Click the “Continue Application”** tab in order to pay the License Fee for the Renewed License.

*Fees will vary.

Home **Licenses**

Create an Application Search Existing

Restaurant Renewal

1 2 3 Documents 4 Acknowledgment 5 Review 6 Pay Fees 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Amount Due

Fees	Qty.	Amount
License Fee - Restaurant	300	\$1,200.00

TOTAL FEES: \$1,200.00
Note:

Continue Application »



RLPS Restaurant License Renewal Process

- *Step 6: Continued...*
 - After selecting the payment option, fill in all the required fields and select **“Submit Payment”**.

Payment

The Agency accepts Credit Cards and PIN-less Debit Cards. Select the "Pay with Credit Card" option for both.

Amount to be charged: \$650.00

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: ?

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address: ?

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »



RLPS Restaurant License Renewal Process

- You have officially completed your renewal application.
 - If any additional information is required, the user will be notified by a member of TABC.
 - Please print and retain a copy of the this page for your records.
- Once your renewal application has been reviewed and approved, your license record will go back to an “Active” status, and your expiration date will be updated.

The screenshot shows a web interface for the RLPS Restaurant License Renewal Process. At the top, there are navigation tabs for 'Home' and 'Licenses'. Below this, there are links for 'Create an Application' and 'Search Existing'. The main heading is 'Restaurant Renewal', followed by a progress bar with five steps: 1. Contacts and Addresses, 2. Additional Information, 3. Documents, 4. Review, and 5. Record Issuance. A green checkmark icon is displayed next to the text: 'Your application has been successfully submitted. Please print and retain a copy of this page for your records.' Below this, there is a 'Print/View Receipt' button. At the bottom, there is a thank you message and a partially visible license number: 'Your license number is 20B-NLRD-BST-'. A small note at the bottom right states: 'Your application has been successfully submitted. The license will be issued after the application is processed. You will be notified if any additional information is required.'



RLPS Help

- For questions or concerns:
 - Contact the RLPS helpdesk
 - Email: TABC_RLPS.Technical@tn.gov
 - Phone: (615)-532-2297





Thank You